



HEADQUARTERS  
CIVIL AIR PATROL NEVADA WING  
UNITED STATES AIR FORCE AUXILIARY  
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SPARKS NV 89432-0339

1 December, 2005

MEMORANDUM FOR UNIT COMMANDERS AND WING STAFF

FROM: NV/CC

SUBJECT: CD Mission Reporting Procedures

1. Effective immediately, NVWG will use the WMU for all counterdrug missions. Please see that all counterdrug personnel within your command are informed of these procedures.
2. The purpose of this procedure is to:
  - a. Reduce paperwork
  - b. Simplify data collection and distribution
  - c. Provide positive checks that all crewmembers are properly qualified for the mission
  - d. Speed the distribution of results
3. The Wing Counterdrug Officer will receive all requests for missions and enter them into WMIRS. The mission number will then be assigned automatically by the NOC.
4. The Incident Commander will be notified of the mission approval and mission number, and will then fill out the "CAPF 84 Briefing" form in the Counterdrug module of the WMU. In brief, this form contains information on the mission, crew and aircraft. It is the same information previously filled out manually on a CAPF 84. This briefing constitutes the flight release for the mission. It is no longer necessary to leave a copy of this data somewhere on the ground, as it is preserved electronically.
  - a. Hint: the list of crewmembers is sorted by CAPID rather than alphabetically for technical reasons. To find a crewmember, use the arrow to open the list, and repeatedly type the first letter of the last name. This will quickly find all personnel with last names beginning with the typed letter.

5. After the mission is flown, the crew will fill out the "CAPF 84 Detail" report in the WMU. In brief, this form adds the times and sightings to the CAPF 84. Once this form is filled out, the CAPF 84 is complete. The crew will use the "Print CAPF 84" link, which will generate a screen copy of the completed CAPF 84. On the "File" menu at the top of the form is a choice to "Send," and under this is a choice for "Page by email." Clicking these will automatically create an email version of the CAPF 84, which should be addressed to the Wing CD Officer, State Director, Wing Administrative assistant and the NOC. The current addresses for these positions are:
- a. [tkanis@aol.com](mailto:tkanis@aol.com)
  - b. [CAPLONV@aol.com](mailto:CAPLONV@aol.com)
  - c. [sgaines@cap.gov](mailto:sgaines@cap.gov)
  - d. [pcrnv001@earthlink.net](mailto:pcrnv001@earthlink.net)
6. The WMU will automatically update flight hours based on the CAPF 84.



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Commander